



RESEARCH MANAGER II
(GEOGRAPHIC INFORMATION SYSTEMS)
OPEN SPOT FOR SACRAMENTO
FINAL FILING DATE: MARCH 15, 2007

OFFERING EQUAL EMPLOYMENT OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.	
OPEN - SPOT	HEADQUARTERS – SACRAMENTO
HOW TO APPLY	Candidates may only establish eligibility in this location. Applications will be accepted on an open basis only
	Applications (STD 678) must be RECEIVED OR POSTMARKED no later than the final filing date. FAXED OR E-MAILED APPLICATIONS WILL NOT BE ACCEPTED. Applications postmarked AFTER THE FINAL FILING DATE and personally delivered or received via interoffice mail AFTER 5:00 P.M. ON THE FINAL FILING DATE WILL NOT BE ACCEPTED FOR ANY REASON. THE EXAMINATION TITLE MUST BE INDICATED ON THE APPLICATION.
	FILE BY MAIL: Department of Transportation Exam Services (MS 86) P.O. Box 168036 Sacramento, CA 95816-8036
	FILE IN PERSON: Department of Transportation 1727 30 th Street, 1 st Floor Sacramento, CA 95816 (916) 227-1836
	SUBMIT APPLICATIONS ONLY TO THE ADDRESSES INDICATED ABOVE. DO NOT SEND APPLICATIONS TO THE STATE PERSONNEL BOARD OR DEPARTMENT OF TRANSPORTATION DISTRICT OFFICES. Applications may be obtained at the State Personnel Board in Sacramento, any Employment Development Department office, Department of Transportation district office, or at www.dot.ca.gov/hq/jobs on the Internet.
REASONABLE ACCOMMODATION	If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements. TDD users may contact the California Relay Service TDD line at 1-800-735-2929, Voice line at 1-800-735-2922, or the Exams TDD line at (916) 227-7857/Calnet 8 - 498-7857.
SALARY RANGE	\$5393 - \$6506
QUALIFICATIONS APPRAISAL INTERVIEW	It is anticipated that qualification appraisal interviews will be held during April/May 2007.
REQUIRED IDENTIFICATION	Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	NOTE: All applicants must meet the education and/or experience requirements for this examination by the final filing date. Your signature on your application indicates that you read, understand, and possess the minimum qualifications required. NOTE: All applications/resumes must include: "to" and "from" dates (month/day/year), time base, civil service or private sector titles, and the duties performed. Applications/resumes received without this information will be rejected. NOTE: Applicants applying under Pattern II must identify the course work emphasis (i.e. geography) and include a list of courses completed in the area of emphasis and in statistics that qualifies the applicant for the examination, the date the course were completed, and the number of units for each course. Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirements.
MINIMUM QUALIFICATIONS	Experience and education which provides the ability to successfully direct and perform evaluation and research of spatially referenced geographic data; and <div>Either I</div> <div>One year in the California state service performing pertinent research-related duties in a class with a level of responsibility equivalent to that of Research Manager I.</div> <div>Or II</div> <div>Experience: Four years of pertinent professional research experience above the trainee level which must have included responsibility for the determination of research design and methodology of a complete research project. (A Doctorate Degree in Economics, Psychology, Sociology, Geography, or a related research-oriented field may be substituted for two years of the required experience or a master's degree may be substituted in a similar field to that described for the doctoral degree, for one year of the required experience.) (Research experience in the California state service applied toward this pattern must include at least one year of experience in a class with a level of responsibility equivalent to Research Manager I to two years equivalent to Research Analyst II. and</div> <div>Education: Graduation from college with any major but with extensive course work in economics, psychology, sociology, geography, or a related research-oriented field. This must include or be supplemented by at least six semester hours in statistical methods.</div> <div>NOTE: The phrase, "extensive course work," included under Pattern II, is defined as requiring candidates to have at least 12 semester units in any ONE of the acceptable fields, six units of which must be upper division courses. (If a candidate's area of emphasis is statistics, the 12 units may include the required statistical methods course identified in Pattern II.)</div> <div>NOTE: Applicants applying under Pattern II must identify the course work emphasis (i.e. geography) and include a list of courses completed in the area of emphasis and in statistics that qualifies the applicant for the examination, the date the course were completed, and the number of units for each course.</div>
ADDITIONAL DESIRABLE QUALIFICATIONS	College level courses equivalent to six semester hours of geographic analysis techniques and six semester hours of data base management techniques; which may include computer cartography, remote sensing, or spatial analysis of statistical data.
SPECIAL PERSONAL CHARACTERISTICS	Demonstrated ability to act independently; flexibility; tact.
SEE REVERSE SIDE FOR ADDITIONAL INFORMATION	
It is an objective of the State of California to achieve a drug-free state work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.	
RESEARCH MANAGER II (GEOGRAPHIC INFORMATION SYSTEMS) LQ45 7422 7TR16	FINAL FILING DATE: MARCH 15, 2007 DEPARTMENT OF TRANSPORTATION

POSITION DESCRIPTION	<p>This is the first full supervisory level over analytical research and administrative work. In most settings, managers at this level are in charge of a well-established and fully developed research function in a moderate to large department or an equivalent segment in a larger department. Managers II spend much of their time in supervision and management activities rather than personally performing work which can be done by a journeyperson or research program specialist.</p>
EXAMINATION INFORMATION	<p>This examination will consist of a qualification appraisal interview weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70 must be attained.</p> <p>QUALIFICATION APPRAISAL INTERVIEW – WEIGHTED 100%</p> <p>Scope:</p> <p>Knowledge of:</p> <ol style="list-style-type: none">Principles and concepts of geography, cartography, computer mapping, and spatial analysis techniques including map overlays, spatial statistics, and proximity analysis.Familiarity with various map products provided by the U.S. Geological Survey, including digital formats.Familiarity with map projections and coordinate systems.Research methods and techniques.Public administration, including management and supportive staff services such as budget, personnel, program planning and evaluation, or related areas.Employee supervision, development, and training.Program management.Governmental functions and organization at the State and local level as they affect departmental research functions.Department's Equal Employment Opportunity Program objectives.A manager's role in the Equal Employment Opportunity Program and the processes available to meet Equal Employment Opportunity objectives. <p>Ability to:</p> <ol style="list-style-type: none">Manage, research, and evaluate geographic studies, involving digital spatial analysis techniques such as computer mapping and geographic information systems.Effectively contribute to the department's Equal Employment Opportunity objectives.

ELIGIBLE LIST INFORMATION	<p>A departmental open eligible list will be established for the Department of Transportation in Sacramento. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.</p>
CAREER CREDITS	<p>Career credits are not granted in open examinations.</p>
VETERANS PREFERENCE POINTS	<p>Veterans preference points will be added to the final score of all competitors who are successful in this examination and who qualify for, and have applied for, these points. Due to changes in the law, which were effective January 1, 1996, VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS PREFERENCE POINTS.</p>

GENERAL INFORMATION

For an examination without a written feature, it is the candidate’s responsibility to contact the Caltrans Office of Examination Services in Sacramento at (916) 227-1836 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate’s notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at the State Personnel Board in Sacramento, any Employment Development Department office, Department of Transportation district office or at www.dot.ca.gov/hq/jobs on the Internet.

If you meet the requirements, you may take this examination. Possession of the entrance requirement does not assure a place on the eligible list. All candidates who pass will be ranked according to their scores.

The Department of Transportation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235 and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the State Personnel Board.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to the California Department of Transportation, Office of Examinations and Special Programs, P.O. Box 168036, MS 86, Sacramento, CA 95816. Voice (916) 227-7858 / Calnet 8 - 498-7858 or TTY (916) 227-7857 / Calnet 8 - 498-7857. California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.